Inspection Expectations

Presented by: Julienne Joseph and Jason Sams August 21, 2014



DHCD Grant Management and Housing Rehabilitation Workshop



DHCD Grant Management and Housing Rehabilitation Workshop

APPLIANCES	Yrs.	Appliances	Yrs.
Exhaust Fan	10	Water Heaters, Electric	11
Compactors	6	Water Heaters, Gas	10
Dishwashers	9	Air-Conditioners, Room	10
Disposers, Food Waste	12	Air-Conditioners, Unitary	15
Dryers, Electric	13	Boilers, Electric	13
Dryers, Gas	13	Boilers, Gas	21
Freezers	11	Dehumidifiers	8
Microwave Ovens	9	Furnaces, Warm-Air, Electric	15
Ranges, Electric	13	Furnaces, Warm-Air, Gas	18
Ranges, Gas	15	Furnaces, Warm-Air, Oil	20
Range/Oven Hoods	14	Heat Pumps	16
Refrigerators, Compact	9	Humidifiers	8
Refrigerators, Standard	13	Note: Life expectancy is based or	n first-owner
Washers	10	use.	
		Source: Appliance Magazine, Se	p 2005 issue,
		Grainger	



- •Pass
- •Fail

Why Are We Talking about Inspections Expectations?

Fewer Complaints from homeowners

Fewer Compliance review issues

Better Housing Product



Paying attention to details

What Do We Mean by Inspecting?

•The act of viewing, especially carefully or critically; a formal or official examination

•To compare the work being done or is completed against the work write-up and DHCD HQS in a fair manner *and* documenting the findings

What Skills Are Required?

- Know what is required by the work write-up and DHCD HQS
- Know how to recognize and solve problems
- Know how to communicate required solutions
- Know how to exercise judgment
- Know how to get along with people while ensuring quality work

Most Importantly



 A proper inspection results in the opportunity for all work to be done correctly the first time

What Inspections Do We Require?

THE ESSENTIALS

- Initial Qualifying Inspection
- Initial DHCD HQS Inspection
- Progress Inspections..weekly inspections
- Payment Inspections
- Change Order Inspections
- Complaint Inspections
- Blower Door Inspections
- Building Inspector Inspections
- Final DHCD HQS Inspection
- Punch List Inspection

Wait, There's More

HOUSING REHAB PROJECTS ONLY

- Electrical Inspection
- Chimney Inspection
- Termite Inspection
- Lead-Based Paint (LBP) Inspection
- LBP Clearance Inspections
- Asbestos Inspections

Initial Qualifying Inspections

- Who? Program Administrator or Grant Manger
- How? Go through the house room by room, and by major component, noting any problems and potential remedies on the DHCD HQS checklist
- When? Before the homeowner's application is submitted to the Rehab Board
- Why? To determine if the property is eligible for assistance



Initial DHCD HQS Inspections

- Who? Rehab Specialist
- How? Go through the house room by room, and by major component, noting any problems and potential remedies on the DHCD HQS checklist
- When? After the homeowner's application is approved by the Rehab Board
- Why? To determine HQS deficiencies and to identify any special needs of residents

Initial Documentation

I nspection Form Hausing Cholca Voucher Progra	m	o.s. Department of and Urban Developr Office of Public and Is	ment		име ирргомя №3, 2077-1/10к (ехр. 8/38/2012)
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nur meals the housing quality standed	JS OF THE SECTION & FORMS	Sistence program.	Tenant ID Number		Date of Request (mm/3d/yyyy)
lissector Earl Howerton			Date Last Inspection	on (mmlddlysys)	Date of Inspection (mm/dd/yyyy) 12/27/2012
ter:T ausan/Marsus Tret	× 100 100 100 100 100 100 100 100 100 10	Type of inspection	5		Project Number
		[V] initier	Speciar	Retreposition	
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City	Scarnby	State Zip		10-1	lex of Two Family Row
Stony Creek	Sussex	VA			sa or Town House
Name of Fartly		Current Telephon	e of Family		Riss, 3 4 Stories, Including
Cyrrent Street Address of Femily			NI-MA		len Apartmont Pise, 5 w More Stories
ame as above				1111	Liscoured Home
7	County	State Zip		Cang	gregate
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Name of Owner or Agen) Authorized to Lease	: Unit Inspected	Telaphone of Ow	ner or Agent	1	ile Room Oosapeney red Housing
Address of Owner of Agent			200000000000000000000000000000000000000	1	-
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Pre-Rehab Work Write Up Checklist

	DHCD Supplemental Rehab Requirements Pre-Rehabilitation Work Write Up Checklist
Prop	pertyAddress 543 Rall Rowk Ave
_	Wake Field & VA.
[]	Termite Inspection
	Kenneth D. Gargary, Name of Inspector
	K+L Form Are + per F Count Name of Company
	<u>4 - 37 - 73</u> Date of Inspection
	YES NO _ Treatment Required?
	G-27-13 Date of Treatment
	Chimney Inspection
	Name of Inspector
	Date of Inspection
	Type of Répairs Needed
Ü	Debris Remeyal
,	Debris to be Removed House and out house
Œ	Electrical Dispection
	Bulling GEFICIAL + Want of Electrical Inspector
	2013 Date of Mectrical Inspection
	Ricondeal Deficiencies Found 10 HC

Intersection of Roles

 Both the Housing Program Administrator and Rehab Specialist must conduct initial inspections; and

 Both must review the two initial inspections together to ensure all HQS deficiencies and any special needs of household members will be addressed in the work write-up while remaining within cost limits

Weekly Progress Inspections

				REPORT	
☐ CDBG	☐ 1PR				
Owner's Name:					
Property Address;					
General Contract	or:				
TYPE OF INSPECT	ION: Weekly	🗌 Раушен	t 🔲 Cha	nge Order 🔲 Co	mplaint
PROJECT COMPLE	TION:		%		
weather:	Rain 🗌	Snow 🗌	Cold	Тетр:	
PERSON(S) ON ST	TE AT TIME OF INSI	ECTION:			
COMMENTS:		****			
COMMENTS:					
COMMENTS:					

 Noting work being done, crew size, whether or not LSWP are being observed, and any conditions, including weather, which could cause a delay in completion

Payment Inspections



- Comparison of work done against contractor's payment request prior to signing off on it
- To verify that Grantee or Subrecipient will not be paying for work not done or not properly done

When Is a Change Order Required?

When making any modification to the original contract, *including a change in the time to complete the work,* change in materials, change in cost, and change in the scope of work

Failure to obtain written change orders, which are signed by both the consumer and the licensee or his agent, to an already existing contract is a violation of

Change Order Inspections

F	REHAB SPECI	ALIST FIELD	REPORT	
☐ CDBG	☐ JPR			
Owner's Name:	L IFE			
Property Address				
			ange Order 🔲 Complaint	
	ETION:			
WEATHER:	Rain 🗌 Sn	onw 🗌 Cold	Temp:	
PERSON(S) ON SI	TE AT TIME OF INSPECT	ION:		_
OBSERVATIONS:				
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COMMENTS:				
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	Bureer, WA 23884		Propertial By	•	Earl Howerton	
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Complaint Inspections

 To determine if homeowner's complaint is based upon any actual performance failure(s) or because of a misunderstanding or difference in expectations



Blower Door Inspections



	CDBG	Program
Contract (Number:	
Owner's N	Name: <u>Gary Alexander</u>	
Property A	Address: 36 Jones Street, Boydton	VA 23917
House Vol	lume: <u>8640</u> [cul	pic feet)
Surface Ar	rea: <u>1080</u> (squ	are feet)
Householi	d Size: 2	
	zation measures should be designed to a based on the square footage of the hom	meet the minimum air flow of 1500 CFM or other le and family size.
	Test #1 (Pre-Test) Insert N/A if substantial reconstruction	Test #2 (Final)
	Date:	Date: December 10, 2012
	Outside Temp: F	Outside Temp: 68 - 1
	Wind Speed:	Wind Speed: <u>calm</u>
	Inside Temp:c F House P (pa):	Inside Temp: <u>65</u> ° F House P (pa): 50
	Fan P (pa):	Fan P (pa): 50
	Flow (cfm):	Flow (cfm): 2100_
⊠ Replac	ce Window(s) 🗵 Replace Screen Door(s	ents: Caulk/Weather-strip Window[s) Add Insulation Replace Insulation
	Energy Efficient Appliance(s) Inst	all Meat Pump
Signature:	Cione M. Santa / Valv	

Building Inspector Inspections

- When? Through out the course of the project as any permitted work is completed, including electrical, plumbing, mechanical, and structural
- Why? To ensure that all construction done to alleviate DHCD HQS deficiencies conforms to the Uniform Statewide Building Code



Final Inspections

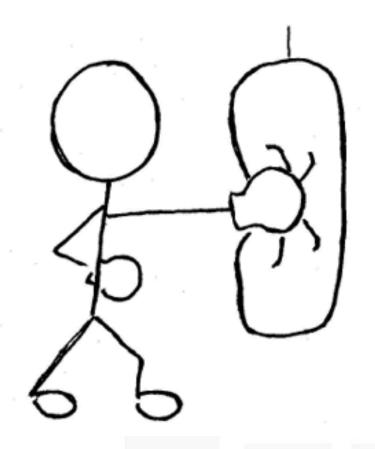


- Comparison of work write-up and Section 8 Inspection form to work actually done
- To generate any necessary written punch list, documenting workmanship or material deficiencies and identifying how long the contractor has to complete the work



Punch List Inspection

- Who? Rehab Specialist
- How? Comparison of work done against punch list
- When? Contractor informs
 Rehab Specialist that all
 punch list items are done
- Why? To verify that the contractor has satisfactorily completed all punch list items



Post-Rehab Completion Checklist

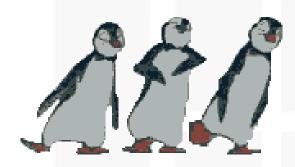
	DHCO Supplemental Rehab Requirements Post-Rehabilitation Completion Checklist
Propert	Waters 543 Rulloud VAC
Check	the answer which best describes vahabilitation efforts.
জু বি বি বি বি বি বি	Do all housing quality deficiencies appear to have been repaired and does the house now meet DHCD HQS? Does it appear that all work items have been completed? Did the occupant offer any complaints (if yes, list under comments)? Did the occupant offer any complaints (if yes, list under comments)? Did the construction activities comply with the adopted community standards? Is there evidence of an inspection for termites, peets, lead based paint, and chinneys? Have all debris, abandoned vehicles, and derelict structures been removed from the property? Did the inspection reveal that weatherization measures were taken and at least R-38 ceiling insulation is present?
	Blower Door POST test 2300_CFM @ 50 pas Is the unit occupied by a disabled or elderly person? If yes, were improvements appropriately made? Is the electrical system adequate to meet any additional load? Did construction require an electrical service approade? orkmanship Goral Adequate Poor
Comme	ıts:
Complet	b Specialist and the Housing Program Administrator hereby certify that this report y sammarizes the housing rehab work purformed on the house noted. A



Pop Quiz

After the punch list inspection is done, who should be satisfied with the work done?

- A. Program Administrator?
- B. Rehab Specialist?
- C. Local Building Official?
- D. Homeowner?
- E. All of the above?



Electrical Inspections

- Inspection of all electrical components by an inspector who is *not* being paid by contractor
- Done *prior* to completing rehab work write-up so any identified can be addressed in the work write-up



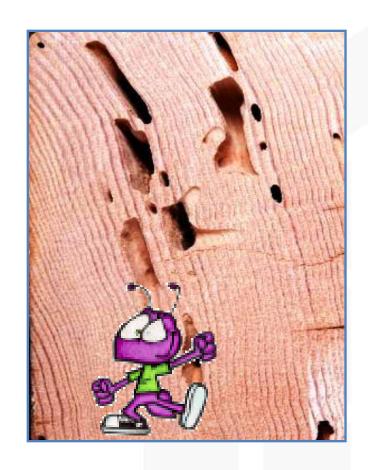
Chimney Inspections

	CDBG Program
Contract N	further: 4.16
Owner's N	ane: John aller
Property A	ddress: 100 Freedon ava
Date of lns	pection: 1/23/20/3
(DHCD) II Section F.S	nce with the Vijginis' Department of Housing and Community Development's outsing Quality Standard's (HQS) Section 8 standards for chimneys, as found in , I do faceby certify that I have inspected the chimney listed at the above address spection included both a roof and aftic inspection. I further certify the following:
ed U	The chimney is adequately secured, with no unkeyed or loose structural members, and is not significantly leaning, settling or bending.
0 0	The chimney's exterior is in good condition without any significantly cracked, loose or missing masoney components or loose, missing morfar.
ø o	The chimney has a cap; it is appropriate for the type of flue; it is in good condition and properly draining.
₩ ⊔	The chimney's crown is in good condition with no frost or water duringe tany masonry flues.
	The chimney's flue is in good working condition with no dead-end flues, unsafe fire clearance, unsealed flue-vent connectors, blockage, soot, or other damage.
p –	The chinney is properly lined.
	The chimney's fireplace components are in good condition, including dampers, cleanout doors
Reconument	tations and Notes: welcade work in masonray
Com- 10	oph write - we

- Inspection of chimney and all components, including masonry, flashing, crown, cap, flue, liner, dampers and firebox
- Done *prior* to completing rehab work write-up so any identified can be addressed in the work write-up

Termite Inspections

- Inspection by VDACSlicensed termite inspector for any evidence of infestation of wood-boring insects, vermin and roaches
- Done prior to completing rehab work write-up



Lead-Based Paint (LBP) Inspections

- Done by DPOR-licensed Risk Assessor
- Inspection of any interior or exterior paint for failing conditions, including peeling, chipping or pitting, and any bare soil on which failing paint might have fallen





LBP Clearance Inspections if Pre 1978

- Who? DPOR-licensed Risk Assessor
- How? Visual inspection, plus dust wipe and, when necessary, bare soil samples sent to an accredited lab to determine the presence of lead in the samples
- When? Prior to Final DHCD HQS Inspection
- Why? To ensure interim measures have been properly undertaken



Required Documentation

Clearance Dust Sampling Form

Visual Clearance Form

Reduction Completion Notice

Asbestos Inspections

Disposal Site Transporter	10. Transporter's Name Control of	Signature of driver Name of driver Signature of driver	Da D	ste 28 2012 te
	Address 525 Chamber 1 Telephone 434 372 5276 Truck No. Trailer No. 11. Transporter's Name Address Telephone Truck No. Trailer No.	Signature of driver Name of driver	D:	ite 28-2012
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	Address 525 Chumney 5 1 Telephone 434 - 372 - 5576	or Drake Brook, VA	23937	
	40 m			
	Thomas E Change	March (hellow	9	28-2012
	fully and accurately described above by pare in all respects in proper condition for domestic law, regulations, ordinances, or	proper shipping name and are classif transport by highway according to	fied, marked,	and labeled, and
	DANGER - Avoid creating dust. Do no Must wear respirator and protective c 9. OPERATOR'S CERTIFICATION: I here	ot rupture or tear packaging. If sp Jothing.		
	If Friable continue to box 6. 8. Special handling instructions and addition	onal information.		
5	(enter required information in blocks 6 & If Non-Friable (check one): ☐ Caregory I			
TENCERIOR	5. Description of materials RQ Asbestos, Class 9, NA2212.HI	6. Containers (See co	Type NF.	7. Total quantity (yd³)
	 Name, and address of responsible agency Department of Labor and Industry, O 13 South 13th Street, Richmond, VA 232 	ecupational Health Division		
	WASTE MANAGEMENT OF VIRGI 2022I Maplewood Road, Jetersville, VA	INIA, Inc., Amelia Landfill 23083		OS telephone no. 804-561-5787
	3. waste disposal site (WDS) name, mallin		434	372-5579
	3. Waste disposal site (WDS) name, mailin			tor's telephone no
	2. Operator's name and address 1. Cale Control to the late of the		Opera	

- Done by DPOR-licensed Asbestos Inspector
- Must do one prior to completing a demolition work write-up
- Strongly recommended to do one if major rehabilitation work is to be done

Neighborhood Stabilization Program



NSP-Inspections

- NSP Inspections follow the same guidelines as CDBG with one exception:
 - The Rehab Specialist Inspects the property prior to the grantee making an offer on the property



NSP Emphasis on Green Rehab Inspections

- Standards and Practices
- NAHB Green Home Building Guidelines www.nahbrc.org/greenguidelines
- Earthcraft Virginia <u>www.earthcraftvirginia.org</u>
- Federal Government <u>www.energysavers.gov</u>
- The ReBuilding Center of Our United Villages www.rebuildingcenter.org
- Green Affordable Housing <u>www.greenaffordablehousing.org</u>
- Energy Star Homes www.northwestenergystar.com
- Habitat For Humanity ReStore www.pdxhabitat.org
- Building Science Corporation Guide to Mixed-Humid Climates www.buildingscience.com

- Green Building Products
- Environmental Building Supplies <u>www.ecohaus.com</u>
- Oikos Green Building Source http://oikos.com/
- Environmental Building News/Green Spec www.buildinggreen.com
- Energy Efficient Windows
 http://www.efficientwindows.org/
- Green Seal Certified Products
 <u>www.greenseal.org/certproducts.htm</u>
- Forest Product Solutions

 www.forestproductssolutions.com

Great References

2014 Rehab Workshop Flash Drive

DHCD Housing Quality Standards, as found in your manual

Virginia Weatherization Field Guide

Your CD Specialist

Why We Do It

From Living in a Shed

To Living in a Home





Questions?





Julienne Joseph 804-371-7003

julienne.joseph@dhcd.virginia.gov

Jason Sams 804-371-7074

jason.sams@dhcd.virginia.gov